

**CDM-AP63-AA**

## Annotated agenda

---

# CDM Accreditation Panel sixty-third meeting

Version 01.0

Date of meeting: 4 to 8 February 2013

Place of meeting: Bonn, Germany



**United Nations**  
Framework Convention on  
Climate Change

<b>PROPOSED AGENDA AND TABLE OF CONTENTS</b>		<b>Page</b>
<b>ANNOTATIONS TO THE PROPOSED AGENDA .....</b>		<b>3</b>
<b>AGENDA ITEM 1.</b>	<b>AGENDA AND MEETING ORGANIZATION .....</b>	<b>3</b>
Agenda item 1.1.	Opening .....	3
Agenda item 1.2.	Adoption of the agenda .....	3
Agenda item 1.3.	Inputs by the DOE/AIE coordination forum .....	3
<b>AGENDA ITEM 2.</b>	<b>GOVERNANCE AND MANAGEMENT MATTERS .....</b>	<b>3</b>
Agenda item 2.1.	Membership issues .....	3
Agenda item 2.2.	Planning issues .....	4
Agenda item 2.3.	Performance management .....	4
Agenda item 2.4.	Matters related to the Panel .....	5
<b>AGENDA ITEM 3.</b>	<b>RULINGS (CASE SPECIFIC MATTERS) .....</b>	<b>6</b>
<b>AGENDA ITEM 4.</b>	<b>REGULATORY MATTERS .....</b>	<b>6</b>
Agenda item 4.1.	Standards/tools .....	6
Agenda item 4.2.	Procedures .....	6
<b>AGENDA ITEM 5.</b>	<b>OTHER MATTERS .....</b>	<b>6</b>
<b>AGENDA ITEM 6.</b>	<b>CONCLUSION OF THE MEETING .....</b>	<b>7</b>

## Annotations to the proposed agenda

### Agenda item 1. Agenda and meeting organization

#### Agenda item 1.1. Opening

1. ► **Action:** The meeting will be opened by the Chair of the CDM accreditation panel.

#### Agenda item 1.2. Adoption of the agenda

2. ► **Action:** The CDM-AP may wish to adopt the proposed agenda for the sixty-third meeting.

*Background:* The agenda was drawn up based on standing agenda items, requests from the CDM-AP and mandates from the Board.

#### Agenda item 1.3. Inputs by the DOE/AIE coordination forum

3. ► **Action:** The CDM-AP may wish to consider a presentation by the Chair of the DOE Forum, and ask additional questions as appropriate.
4. ► **Action:** The CDM-AP may also wish to agree on the timing of other interactions with the DOE Forum in 2013.

*Background:* In accordance with the Modalities and Procedures for Direct Communication with Stakeholders (version 01), “the CDM-AP shall allocate time for interaction with the DOE/AIE Coordination Forum through its Chair and, if the forum wishes, with a limited number of AEs/DOEs, during CDM-AP meetings not less than twice a year. The subject of this interaction shall be limited to policy issues particularly on the CDM accreditation standard and the CDM accreditation procedures, and shall not include accreditation case-specific issues. The CDM-AP shall specify the two meetings at its first meeting of each year.”.

The DOE Forum was also invited to participate at the CDM-AP 63 meeting in order to provide input to the revision of the CDM accreditation procedure and the CDM accreditation standard.

### Agenda item 2. Governance and management matters

#### Agenda item 2.1. Membership issues

5. ► **Action:** Members of the CDM-AP may wish to provide statements on any potential conflict of interest concerning the issues on the agenda for the meeting, and take action, as appropriate.

*Background:* In accordance with the Terms of Reference of the Support Structure of the CDM EB (version 02.0), CDM-AP members shall disclose any financial interest or any real or perceived conflict of interest in accreditation of operational entities, consideration and approval of methodologies, registration of CDM project activities and/or the issuance of related certified emission reductions, and subsequently refrain from participating in the CDM-AP consideration of the operational entity, methodology, registration or issuance in

question.

Furthermore, CDM-AP members shall disclose any interest in any matter under discussion before the CDM-AP which may constitute a conflict of interest or which might be incompatible with the requirements of integrity and impartiality expected if a CDM-AP member and shall refrain from participating in the work of the CDM-AP in relation to such matter.

## **Agenda item 2.2. Planning issues**

6. ► **Action:** The CDM-AP may wish to take note of an update by the secretariat on the DOE assessment plans for 2013.

*Background:* The CDM-AP, at its 62<sup>nd</sup> meeting, agreed on the principles for individual DOE assessment plans, and requested the secretariat to prepare assessment plans for each DOE. The secretariat has prepared the plans, which will be made available to the respective DOEs, as requested at CDM-AP 58.

## **Agenda item 2.3. Performance management**

7. ► **Action:** The CDM-AP may wish to take note of a report on the status of the on-going re-accreditation assessments.

*Background:* Following the past decision by the Board to extend the accreditation period of many entities undergoing re-accreditation assessment by 6 months, the secretariat will report on the status of such assessments and the forecasted conclusion timelines. In this context, only one DOE is pending finalization of the re-accreditation assessment. In addition, several entities may require extensions of accreditation period. These cases have been placed under the agenda item 3.3.

8. ► **Action:** The CDM-AP may wish to take note of a report on the visits deviating from the default duration of 4 person-days.

*Background:* The CDM-AP, at its 52<sup>nd</sup> meeting, agreed that “when scheduling regular surveillances of the central and non-central sites, the secretariat may deviate from the original assessment length of 4 person-days by up to 2 person-days, depending on the volume and diversity of work being performed by the site. The secretariat shall report on the deviations at the next CDM-AP meeting.”. Between the CDM-AP 62 and CDM-AP 63 meeting, no visits deviated from the default duration of 4 person-days.

9. ► **Action:** The CDM-AP may wish to take note of a report on the delays of more than seven days, which took place in ongoing assessments. The CDM-AP may also wish to take note of a presentation by the secretariat on the causes by the CDM assessment teams in accreditation assessments.

*Background:* The CDM-AP, at its 55<sup>th</sup> meeting, agreed that “delays of not more than 7 days are acceptable, provided that the entity has submitted a reasonable explanation for the delay prior to the deadline. The CDM-AP requested the secretariat to inform it on any delay exceeding seven days”. In addition, the CDM-AP, at its 59<sup>th</sup> meeting, agreed that “in view of the significant reduction of the delays by the AEs/DOEs, the CDM-AP agreed not to take any policy decision on this issue at this time and to consider such delays individually”. Lastly, the CDM-AP, at its 62<sup>nd</sup> meeting, “requested the secretariat to

*include an item on the agenda for the 63<sup>rd</sup> meeting of the CDM-AP to discuss the root causes of the delays by the CDM assessment teams in accreditation assessments.”*

10. ► **Action:** The CDM-AP may wish to take note of a report on the DOE performance monitoring data and agree on actions as appropriate.

*Background:* Paragraphs 38 and 39 of the Procedure on Performance Monitoring of Designated Operational Entities (version 01.0) states that “*Based on the data collected and reported by the secretariat to the CDM-AP, the CDM-AP at its next meeting or the meeting after, shall decide on the number and nature of performance assessments, the number of non central sites to be assessed and the areas to be assessed during site assessments and regular on-site surveillance assessment. These decisions shall be in accordance with paragraphs 66, 91 and 140 of the accreditation procedure. The CDM-AP shall also initiate a spot-check of a DOE if it has reached the red zone, preparing the scope of the spot-check and providing the CDM assessment team (CDM-AT) with all relevant information on the areas to be assessed based on the performance monitoring reports. The CDM-AP shall also notify the Board of such a decision as specified in the CDM accreditation procedure, paragraph 123.”*

The following data has been made available to the DOE on the extranet:

- Monitoring period 4 (01 July 2011 - 31 December 2011), version 3.0;
- Monitoring period 5 (01 Jan 2012 - 30 June 2012), version 1.0.

Please note that version 2.0 of monitoring period 5 will be made available during the meeting and will serve as the basis for the discussions.

#### **Agenda item 2.4. Matters related to the Panel**

11. ► **Action:** The CDM-AP may wish to take note of a presentation from the secretariat on the outcomes of the EB 70 and 71 meetings.
12. ► **Action:** The CDM-AP may wish to take note of a presentation from the secretariat on the recent developments in the JI accreditation process.
13. ► **Action:** The CDM-AP may wish to take note of a report from the secretariat on electronic decisions conducted since the last CDM-AP meeting.

*Please note:* Due to confidentiality provisions the case-related information is restricted to the CDM-AP.

14. ► **Action:** The CDM-AP may wish to consider a revised draft template for CDM-ATs on the formulation of recommendations to the CDM-AP.

*Background:* At its 61<sup>st</sup> meeting, the CDM-AP agreed to discuss a guidance to be provided to CDM-ATs on the formulation of recommendations to the CDM-AP. A draft template was presented at the AP 62 meeting. At the same meeting, the CDM-AP requested changes to be made and requested the secretariat to provide an updated draft template of the final report form at the AP 63 meeting.

15. ► **Action:** The CDM-AP may wish to take note an update by the secretariat on the training for CDM-ATs.

*Background:* The secretariat will present the training plan for the year 2013 and an update on the status of the training that was planned to be made available online.

## Agenda item 3. Rulings (case specific matters)

*Please note: Due to confidentiality provisions this section is restricted to the CDM-AP.*

## Agenda item 4. Regulatory matters

### Agenda item 4.1. Standards/tools

25. ► **Action:** The CDM-AP may wish to consider the concept note on the revision of the CDM accreditation standard and provide feedback, as appropriate.

*Background:* At its 62<sup>th</sup> meeting, the CDM-AP provided inputs on the objectives and scope of revision of the CDM accreditation standard, which were based on the general scope agreed by the Board at its 68<sup>th</sup> meeting as a part of Project 163 to streamline and strengthen the whole accreditation system. The CDM-AP also provided inputs for the next step, that is the preparation of a concept note on the revision of the Standard. The draft concept note will be revised taking into account the input provided by the CDM-AP and will be presented at EB 72.

### Agenda item 4.2. Procedures

26. ► **Action:** The CDM-AP may wish to consider the second concept note on the revision of the CDM accreditation procedure and provide feedback, as appropriate.

*Background:* At its 62<sup>nd</sup> meeting, the CDM-AP provided inputs on the first concept note on the revision of the CDM accreditation procedure. The revised concept note was presented at EB 70, requesting the secretariat to prepare a draft revised CDM accreditation procedure, for its consideration at a future meeting, on the basis of the proposals contained in the concept note, taking into account the specific feedback from the Board. Such feedback includes the request to the secretariat to further analyse the areas of: (a) Addressing non-conformities; (b) Type, number and purpose of performance assessments; (c) Technical review of CDM-AT assessment reports; (d) Suspension/withdrawal of accreditation; and (e) Timelines.

The secretariat has prepared a second concept note to cover the issues (a) to (e) above. The second concept note will be revised taking into account the input provided by the CDM-AP and will be presented at EB 72.

## Agenda item 5. Other matters

27. ► **Action:** The CDM-AP may wish to consider any other matters as raised during the adoption of the agenda or throughout the meeting.

*Background:* This is a standing item at all meetings allowing for the raising of issue by CDM-AP members that will be considered given the time available.

## Agenda item 6. Conclusion of the meeting

28. ► **Action:** The CDM-AP may wish to approve the internal and external reports of the sixty-third meeting.
29. ► **Action:** The Chair may wish to close to meeting.

-----

### Document information

---

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	28 January 2013	Initial publication.

---

Decision Class: Operational  
Document Type: Annotated agenda  
Business Function: Governance  
Keywords: agenda, AP.

---